



## **BOUNDARY LINE ADJUSTMENT**

### **SUBMITTAL REQUIREMENTS**

#### **Definition**

A Boundary Line Adjustment (BLA) is an administrative procedure that allows changes in boundary lines between adjoining lots, parcels or tracts, subject to certain conditions, resulting in an exchange of property between the affected lots. BLAs do not create additional lots, tracts or building sites.

#### **Criteria for Boundary Line Adjustment**

The Director may approve the BLA if none of the lots affected is made substandard; no existing building or structure is made substandard or nonconforming; existing easements are not jeopardized; and the lots being adjusted are considered buildable lots that can accommodate a legal structure under the zoning standards, (see MVMC18.100.130(C)(1 through 5)).

#### **Procedure**

The BLA is reviewed and is approved in writing as a Process 1. A BLA typically takes from six to ten weeks to process; however processing time may be longer depending on the quality of the information submitted with the application.

The fee for a Process I includes a non-refundable \$25 counter fee and a \$400 review deposit for the first four hours of review time. Any unused portion of the deposit will be refunded. Additional hours will be billed at the rate of \$100 per hour.

#### **Submittal Requirements**

The submittal checklist below identifies elements and information necessary for the City to accept an application at the counter:

- ☐ A complete Master Land-Use Application, including all required signatures, (two copies);
- ☐ Applicable fees. Checks must be for the exact amount;
- ☐ Project submittal requirement checklist, (two copies);
- ☐ A title report issued within 30 days prior to application submittal, including all supporting documentation and any other information required by staff for the purposes of ascertaining ownership and the existence of easements or covenants affecting the property, (two copies);
- ☐ Full-sized site plans (18"x24") prepared by a land surveyor, licensed in the State of Washington, in accordance with WAC 332-130-050 drawn to standard engineering scale no larger than 1:40 to include, (five copies);
  - North arrow, pages oriented north;
  - Dashed for existing lines being adjusted and solid for proposed new ones;
  - Bearings and distances of all existing and proposed lot lines;
  - Ingress/egress to all lots with dimensions;
  - Adjacent street names and locations;
  - Show all existing /proposed easements (include dimensions and documentation);

- Existing wells, septic tanks and drain fields with setbacks on or within 100' of site;
  - Identify lots as Lot A, Lot B, etc. to match provided legal descriptions;
  - Lot area and dimensions of all existing and proposed lots;
  - Show all environmental (biological and geological) features;
- ☐ Full size site plans (18"x24") showing all existing structures, storm water facilities, driveways, elevations and other significant features with setbacks to existing and proposed lot lines, (five copies);
- ☐ Vicinity map, (two copies);
- ☐ Legal descriptions for all existing lots, (four copies);
- ☐ Lot closures and map check calculations, stamped and signed, (four copies);
- ☐ Pdf copies of all documents provided either on a cd or flash drive;
- ☐ Signature lines and notary blocks for individual property owners;
- ☐ Signature blocks for the city, county and state included on plans. (see city and county examples provided below)

#### CITY OF MAPLE VALLEY APPROVAL

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20____  _____ DIRECTOR OF PUBLIC WORKS, CITY OF MAPLE VALLEY
EXAMINED AND APPROVED THIS _____ DAY OF _____, 20____  _____ DIRECTOR OF COMMUNITY DEVELOPMENT, CITY OF MAPLE VALLEY

#### KING COUNTY DEPARTMENT OF ASSESSMENTS APPROVAL

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20____  _____	
KING COUNTY ASSESSOR	DEPUTY KING COUNTY ASSESSOR

ACCOUNT NO: \_\_\_\_\_

**APPROVAL NOTE:** APPROVAL OF THE BOUNDARY LINE ADJUSTMENT DOES NOT GUARANTEE THAT THE LOTS WILL BE SUITABLE FOR DEVELOPMENT IN THE FUTURE. THE LEGAL TRANSFER OF THE PROPERTY MUST BE DONE BY SEPARATE INSTRUMENT UNLESS UNDER THE SAME OWNERSHIP AT THE TIME OF APPROVAL AND RECORDING.

**Note:** Failure to provide listed submittal items will result in project delays, please ensure all items are addressed prior to application submittal. The information on this checklist is not meant to be all-inclusive and additional materials may be required.

Please contact the Planning Division at (425) 413-6659 if you have any questions.

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